

Shawnee State University

POLICY TITLE:	GRANTS APPLICATION, APPROVAL & MANAGEMENT
POLICY NO. :	5.13REV
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RESPONSIBLE OFFICER:	VPAEM
APPROVED BY:	BOARD OF TRUSTEES

1.0 THE OFFICE OF GRANTS MANAGEMENT

The Office of Grants and Sponsored Programs has the mission of facilitating the orderly transmission of information about grant opportunities associated with the state and federal governments and other agencies. Staff, faculty, students, and partner community organizations may work with Grants and Sponsored Programs to generate grants. These groups must utilize the funding to support teaching, research, public service, and other scholarly pursuits to benefit the University, its programs, and students.

1.1 Pre-award: The Office of Grants and Sponsored Programs is responsible for stimulating the development of grant applications and contract proposals that are consistent with the University's mission. Any grant or sponsored research project part of any official Shawnee State University activity must go through the intent to apply process. This process includes coordinating proposal submission through University channels to the appropriate external funding agencies. The Office of Grants and Sponsored Programs serves as the clearinghouse for the internal administrative review process and the subsequent submission of the proposal to the funding agency.

1.2 Post-award: After a grantee makes an award, Grants and Sponsored Programs shall assist with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures.

2.0 THE GOALS FOR THE GRANT AND SPONSORED RESEARCH COMPONENTS OF GRANTS AND SPONSORED PROGRAMS INCLUDE THE FOLLOWING:

2.1 Stimulate research and public service efforts by faculty, staff, and students.

2.2 Coordinate the development of University policies which will nurture and encourage research programs and other grant funded programs consistent with the University's mission.

2.3 Act as the University liaison with pertinent funding agencies.

- 2.4 Coordinate the process by which proposals are approved for transmittal to funding agencies.
 - 2.5 Work on final project reports that accurately reflect the completed work.
- 3.0 GRANTS
- 3.1 This policy covers the application, approval, and acceptance requirements for all grant proposals submitted on behalf of the University wherever the origination (i.e., Athletics, Academic Affairs, Student Affairs, Administration, Public Safety, Recycling, Energy, etc.).
 - 3.2 The Office of Grants and Sponsored Programs will jointly coordinate SSU Development Foundation grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.

History

Effective: 07/29/91

Revised: 11/18/22; 03/13/2009 (Merged w/5.15); 12/10/2004; 08/28/92

Applicable Procedure: [5.13:1 Grants Application, Approval, and Management](#)